

JOB DESCRIPTION
MURFREESBORO PARKS AND RECREATION
PART-TIME THEATRE MANAGER

1. TITLE: PART-TIME THEATRE MANAGER

2. DEFINITION: The Theatre Manager is responsible for the day-to-day operations and maintenance of the theatre facility. The Theatre Manager reports directly to the assigned supervisor. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purposes of the Fair Labor Standards Act and as having no significant occupational exposure to bloodborne pathogens. As Non-Safety Sensitive, the employee is subject to reasonable suspicion, post-accident, return-to-duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION:

- a. The employee operates telephones, word processors, copy machines, audio/visual equipment and other modern office equipment. The employee also operates hand tools such as saws and hammers, power tools such as drills, table saws and staplers, stage lighting equipment such as dimmer boards, stage lighting fixtures and electrical cables, sound equipment such as amplifiers, sound control boards, microphones, speakers and connecting cables, and stage rigging equipment such as electric motor hoists for light and set battens, sandbags and wire stands for stage set support. The employee will be exposed to arts and crafts materials such as paints, varnishes and glues and set construction materials such as plywood, plastic foam and framing woods.
- b. The employee works both indoors and outdoors at a variety of theatre facilities throughout the City including but not limited to community centers, parks and theatres. All City buildings and vehicles are tobacco-free.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Books and schedules all productions that use the theatre space.
- b. Assigns employees to work when the theatre is in use for productions and rehearsals.
- c. Orders and maintains supplies used by the theatre.
- d. Instructs others in the safe use of the theatre facility.
- e. Maintains and oversees the use of the theatre facility.
- f. Oversees the technical aspects of all productions using the theatre.
- g. Maintains the stage lighting and sound systems in good operating condition.
- h. Operates or assigns the operations of the theatrical rigging system for productions that use the facility.
- i. Operates or assigns the operations of the theatrical lighting and sound systems for local productions.
- j. Tasks are performed typically standing, bending, climbing ladders, stooping and lifting objects weighing up to forty (40) pounds.

- k. Assists in keeping accurate records of attendance, inventory and maintenance.
- l. Supervises the Theatre Specialists.
- m. Maintains, selects and catalogs the costume collection of the theatre.
- n. Keeps the theatre area, supplies and equipment neat and orderly.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Performs general office duties.
- b. Attends staff meetings, professional meetings and other functions as required.
- c. Assists other department staff with programs as assigned.
- d. Maintains and operates audio and visual equipment as required.
- e. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be twenty-one (21) years of age.
- b. Must have legal authorization to work in the United States of America.
- c. Graduation from an accredited high school or its equivalent is required. Graduation from an accredited college or university is preferred.
- d. Experience in the technical aspects of theatre such as lighting execution, sound execution, costuming and stagecraft is preferred.
- e. Ability to meet and deal with the public, both adults and children.
- f. Ability to organize, plan and supervise all phases of a theatre program.
- g. Ability to establish and maintain an effective working relationship with the public and other employees.
- h. Ability to work a flexible schedule, with some holiday and weekend work required.
- i. Ability to report to work as scheduled and to notify the appropriate individuals in advance if unable to work.
- j. Ability to work with minimal daily supervision.
- k. Ability to communicate effectively both orally and in writing in English and follow directions.
- l. Ability to concentrate and accomplish tasks despite interruptions.
- m. Ability to learn and follow City policies and regulations.
- n. Must have sufficient physical strength and agility to lift, move and carry equipment and objects weighing up to forty (40) pounds.
- o. Ability to supervise other employees.
- p. Must have good organizational skills.
- q. Ability to operate word processing programs on a personal computer such as Microsoft Word.

Non-Exempt
Non-Safety Sensitive
February 29, 2008